

**SECRET**

ILLEGIB

8 SEP 1967

MEMORANDUM FOR: Chief, Support Services Staff

THROUGH : Deputy Chief, Support Services Staff

SUBJECT : Contract Employees for Suitland Move Work

1. Attached are details supporting a request for two GS-2 contract employees for one year to work at the CIA Archives and Records Center moving 20,000 boxes of records to Suitland.

2. Although Logistics and Security will actually transfer the truck loads of records, the new work at each end of the operation will require this additional temporary manpower for about one year. The original plans intended the two Suitland employees to be on duty [ ] in an on-the-job training status from May until the move started in September. That manpower would have permitted selection and preparation of material for shipment. Since we did not get that help earlier we must have it during the move. 25X1

3. The two men are available now [ ] They were summer employees there and are interested in this work. I believe our budget can cover these two contract employees. Your approval is requested. 25X1

25X1

Chief, Records Administration Branch

## Attachment:

Memo from C/A&amp;RC 5 Sept. 67

25X1 [ ] This requires ceiling, doesn't it?

25X1 [ ]  
25X1 Not necessarily - [ ] has a few exceptions - See the attached  
memo of 15 September.

25X1

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